

FLORIDA DENTAL ASSOCIATION

OPERATIONS MANUAL FOR THE 17th TRUSTEE DISTRICT DELEGATION TO THE AMERICAN DENTAL ASSOCIATION HOUSE OF DELEGATES

(NOTE: This manual reflects changes approved by the FDA House of Delegates in June 2021.)

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INTRODUCTION

Dentists and the public of the state of Florida are represented in the American Dental Association House of Delegates by the Florida Delegation, now known as the 17th Delegation. The 17th Trustee District of the ADA was established in 2000 when the number of dentists in the state exceeded the number required to form a new district and the Florida delegation successfully petitioned the ADA HOD for self-representation. The Florida delegation left the 5th trustee District to join California, Illinois, New York, Pennsylvania, and Texas as single state districts of the American Dental Association.

Florida delegates have a long history of vigorous debate, expecting alternates to be as well prepared as delegates. Dr Leon Schwartz, in *One Hundred Years of Dentistry in Florida*, credits the Florida delegation with " liberalizing the technicalities by which alternates can be seated on the floor of the ADA House of Delegates..... a delegate seated on the floor would get up and leave, ostensibly to go to the restroom or just to relax a few minutes. As he left he would receive a return pass from the door guard. He would then meet the alternate and give him the return pass.... One year an ADA official discovered Florida's use of this technique. After hearing Florida's argument and reasoning the rules were relaxed to allow easier access to the floor by alternates."¹ To this day, while only delegates can vote for ADA officers, 17th delegation, alternates and delegates are assigned the same responsibilities with regard to preparation and representation in all matters of ADA business.

In meetings of the 17th Delegation alternates and delegates have equal voice. Each is expected to have an opinion and engage in debate. Many of the issues at hand produce passionate argument and feelings can run high. It is the strength of 17th Delegation, that after such debate we recognize each of us has the best interests of the dentists and the public at heart. We enter and leave our meetings as friends and respected colleagues. We recognize that concurrence is not always agreement. There will be times when a member's conscience will not let them vote with the policy of the 17th delegation, but they will also respect the process that lead to concurrence and refrain from speaking against the policy formed by the best efforts of the 17th Delegation.

This operations manual for the 17th ADA Trustee District Delegation was developed to provide procedural guidance to assist the delegation in meeting its stated goals, objectives and responsibilities. This manual outlines the composition, structure and responsibilities of the delegation and its role in representing Florida as a district member of the ADA's Board of Trustees and House of Delegates.

Each delegate and alternate delegate of the delegation is strongly encouraged to review the ADA's and FDA's Bylaws and this manual and to adhere to the policies and procedures incorporated herein.

ORGANIZATION OF THE DELEGATION

The members of the delegation shall consist of those dentists elected or approved as ADA delegates and alternate delegates by the House of Delegates of the FDA and certified as such to the American Dental Association by the FDA. Certification occurs once the FDA has submitted the name of the member and the ADA has sent notification to the FDA and to the member of their certification or during the 1st Session of the

¹ *One Hundred Years of Dentistry in Florida*, R. Thoburn DDS ed., Florida Dental Education Foundation copyright 1983. Pg 83.

ADA HOD, as necessary. Members of the Florida Dental Association who are council members or officers of the ADA may also attend the caucus. Honorary members may be invited to attend the caucus by a majority vote of the delegation. Honorary members may participate in the debate but without the ability to vote. Should the ADA make any changes in the authorized number of delegates and alternate delegates for the 17th District, this must be communicated to the Chair of the Delegation and the President of the FDA for appropriate action by the FDA's BOT and HOD.

Committees

The committees of the 17th Delegation shall be those established by the Officers, and/or Delegation to investigate matters affecting the delegation or its members and/or to administer a project, program or event where there is little need for direct oversight or policy interpretation.

Unless a committee, under its enabling resolution, is given status as a standing committee, the committee shall automatically terminate upon completion of the charge for which it was established. Each committee will generally confine its activities to its assigned subject areas so as to minimize overlap with other committees, and function within such other strategic guidelines that have been established for the committee by its enabling body. Committees specifically referenced in this Operations Manual shall be maintained in existence and charged with fulfilling the responsibilities assigned herein.

Subcommittees

The creation of a standing sub-committee as a subordinate workgroup within a standing committee may be requested by any committee and approved by its enabling body with due regard to longevity, pertinence, subject overlap, representation, expertise and expense. In lieu of standing sub-committees, a committee may form one or more task groups as provided herein.

Each sub-committee shall meet as necessary and as funded to accomplish its assigned projects and/or oversee its assigned programs. The chair of each sub-committee shall report at regular intervals to his or her sub-committee's enabling committee which shall determine recommendations and resolutions as needed for submission to the 17th Delegation, FDA BOT and/or HOD. Sub-committees specifically referenced in this Operations Manual shall be maintained in existence and charged with fulfilling the responsibilities assigned herein.

Task Groups

Subject to budgetary constraints, the 17th Delegation, the officers of the 17th Delegation, or the 17th Delegation's committees may create temporary task groups as subordinate workgroups to assist the council or committee with one or more areas of responsibility. Task groups shall automatically terminate upon completion, expiration or removal of the task(s) assigned.

COMPOSITION

Eligibility

All committee, sub-committee, and task group members must be voting members, in good standing, of the FDA at the time of their appointment, and must maintain such membership during their term of office.

Ex Officio Members

The delegation Chair, or their assigned representative, shall serve as an ex officio member of all committees, sub-committees, and task groups of the 17th Delegation, without vote. The designated administrative staff member(s) shall serve as ex officio member(s) without vote.

Makeup

Members of committees, sub-committees, and task groups of the 17th Delegation may be assigned by geographic representation, special interests, or skills as best seen fit by the 17th Delegation Officers.

OBJECTIVES OF THE DELEGATION

The objectives of the Delegation are to provide a unified voice within the ADA HOD representing the policies and positions of the FDA but always keeping in mind that we, as members of the ADA HOD, represent the best interests of the ADA in our capacity as the 17th ADA Trustee District.

More specifically the 17th delegation's objectives are:

- To help shape, and, where necessary, effect change in ADA policy to better represent the positions of the membership of the FDA.
- To ensure representation on, and / or provide consultation to, ADA boards, councils, committees and commissions regarding any item of business before a session of the ADA HOD as it relates to 17th Trustee District positions;
- To network with other constituent and district delegations to provide information on 17th Trustee District positions relative to any items of business before a session of the ADA HOD;
- To establish viable contacts between individual members of the 17th delegation and key members of other constituent and district delegations to generate a coalition of support for ADA policies which would be beneficial for the 17th Trustee District and other trustee districts;
- To designate spokespersons; key delegation members who are expert in specific areas that will represent the 17th Trustee District at reference committees, special committees, and on the floor of the ADA HOD;
- To recommend 17th District Trustee delegation members who are well suited to serve on ADA Councils, boards, commissions, reference committees, and other bodies of the ADA including its affiliated companies.
- To organize the 17th delegation to disseminate information concerning the business affairs that will be considered by the ADA HOD in such a manner that all delegates and alternate delegates shall be well informed; and
- To strengthen the position of the 17th Trustee District to be recognized as a knowledgeable, capable advocate in national affairs and on all matters pertaining to the dental health and welfare of people in Florida.

COMPOSITION OF THE DELEGATION

The FDA's representation at the ADA HOD consists of those delegates and alternate delegates who are duly elected by the FDA's HOD in such numbers by type of position as are determined annually by the provisions of this manual and/or the FDA's bylaws provided such numbers are not inconsistent with the Bylaws of the ADA and are duly allocated among all ADA trustee districts. Delegates and alternate delegates of the delegation shall consist of the following classifications:

"Automatic" delegates and alternate delegates: Some delegates and alternate delegates are on the delegation due to offices held within the association's leadership structure. The FDA's President, President-elect and Immediate Past President are automatic delegates by virtue of their offices (unless one or more of these individuals also hold office within the ADA which precludes them from also serving as a delegate to the ADA's HOD in which case a special at-large delegate position is added to the 17th Delegation to offset this vacancy and ensure full representation of the delegation at the ADA's House.) The FDA First Vice President is an automatic alternate delegate.

Component-designated delegates and alternate delegates: Component dental associations of the FDA also select component-designated delegates and alternates to be brought before the BOT and the FDA HOD for approval. Because these positions are "protected" positions, component associations are encouraged to consider candidates who may be less well known to the FDA HOD.

"At-large" delegates and alternate delegates: The remainder of the delegation is elected by the FDA HOD as at-large delegates and at-large alternate delegates (with the delegation as a whole comprised of an equal number of delegates and alternate delegates).

Honorary members of the delegation: In addition to the above categories of voting members on the delegation, honorary members shall be those persons who the delegation wishes to honor by virtue of their past service to the delegation and the dental profession. Honorary members may be invited to attend a caucus by a majority vote of the delegation. Once invited they shall have the privilege of the floor at caucuses, but shall be without vote, and shall not have the right to attend executive session without specific invitation. This invitation will be extended if a majority vote of the delegation is achieved. Such persons shall be awarded honorary lifetime memberships on the delegation upon election by a three-fourths vote of the delegation. Expenses of the honorary members in attending meetings and functions of the delegation shall be the responsibility of the honorary member.

TERMS OF SERVICE ON THE DELEGATION

Terms of service on the delegation are three-year terms for all classes of delegates (except honorary members) and two-year terms for all alternate delegates except the FDA's first vice-president who shall serve a special one-year term as an "automatic" alternate delegate.

Any FDA voting member may be nominated for election as a delegate or alternate delegate. Nominations may be made by the FDA BOT, or any member of the FDA's HOD (whether acting alone or on behalf of his or her respective component delegation).

When an FDA officer becomes an automatic delegate (beginning with his or her term as FDA President-Elect) he or she will normally serve one term of three years (except when the officer is also serving in an office at the ADA which precludes simultaneous service on the ADA HOD). FDA past-presidents can only

continue on the delegation as an at-large delegate, at-large alternate delegate or honorary member. FDA past-presidents may not serve as a designated delegate or alternate delegate from their respective component dental association.

The term of service for a component-designated delegate is 3 years with a term limit of 1 term served. After such time, the component-designated delegate position will be vacated. That candidate, if he / she chooses, may then be presented to the BOT and the HOD according to the normal election process for a component-designated alternate, or the component may elect to have the candidate run as an at-large delegate or alternate. A new component-designated delegate will then be presented to the BOT and the HOD according to the normal election process.

The component-designated alternate's term of service is 2 years with a term limit of 1 term. After such time, the component-designated alternate position will be vacated. That candidate, if he / she chooses, may then be presented to the BOT and the HOD according to the normal election process for a component-designated delegate, or the component may elect to have the candidate run as an at-large delegate or alternate. A new component-designated alternate delegate will then be presented to the BOT and the HOD for approval according to the normal election process.

VACANCIES AND ABSENCES

In the event a member of the 17th Delegation to the ADA is unable to complete a term of office or cannot attend a meeting, the following shall occur:

Component-Designated Delegates: In the event of an absence, the designated component alternate delegate shall temporarily replace the designated component delegate when the delegate is absent from a meeting.

In the event of a vacancy, the designated component alternate delegate shall temporarily replace the designated component delegate until a new designated component delegate is approved by the FDA's HOD, and his/ her credentials are accepted by the ADA.

Component-Designated Alternate Delegates: If a component-designated alternate delegate is absent from a meeting, no one shall be designated or appointed to take this alternate delegate's position. (NOTE: In the event a component's designated delegate and designated alternate delegate are both absent, the Chair of the 17th District Delegation, in consultation with the FDA president and 17th Delegation Whip, shall appoint an alternate delegate at-large (from the same component, when possible) to serve in the capacity of the component-designated delegate.)

In the event of a vacancy, the component dental association shall select a member to fill the unexpired term of a designated component alternate delegate pending approval by the FDA HOD and acceptance of their credentials by the ADA.

Premature Vacancy of Component-Designated Delegate or Component-Designated Alternate Delegate

When a Component-Designated delegate position or a Component-Designated alternate delegate position is prematurely vacated, the vacated term will be considered a complete term of service if the unexpired portion of the term is at least half of the term length. The successor, either Component-Designated or

Component-Designated alternate, will go through the regular selection process and be elected at the next House of Delegates. Vacated positions of Component-Designated delegates and Component-Designated alternates that require an interim delegate, will be filled as previously stated in the manual.

At-Large Delegates: In the event an at-large delegate is absent from a meeting, the Chair of the delegation, in consultation with the President of the FDA and 17th Delegation Whip, shall appoint an at-large alternate delegate to temporarily take the place of the absent at-large delegate.

In the event of a vacancy in an at-large delegate's position, the delegation Chair, in consultation with the FDA President, shall appoint an at-large alternate delegate who, on acceptance of their credentials by the ADA will fill the unexpired term until the next session of the FDA's HOD when a new at-large delegate is elected to complete the position's remaining term.

At-Large Alternate Delegates: If an at-large alternate delegate is absent from a meeting, no one shall be designated to take the alternate delegates place.

If a vacancy occurs in the position of an at-large alternate delegate it will remain vacant until the next session of the FDA HOD when a new at-large alternate delegate is elected to complete the remainder of the position's unexpired term pending acceptance of their credentials by the ADA.

Automatic Delegates and Alternate Delegates: An absence of an automatic delegate shall be temporarily filled by the automatic alternate delegate except, in the event an individual is unable to serve as a member of the ADA HOD by operation of the ADA's bylaws or other applicable law but is able to continue serving as an FDA elective officer (who would otherwise be eligible to serve as an automatic delegate or alternate delegate to the ADA House), the officer's automatic position on the delegation shall remain vacant until such time as the officer may again lawfully serve as a member of the ADA HOD with the duration of the vacancy in the officer's automatic position on the delegation to be temporarily occupied by a special at-large delegate whose position is to be filled by election at the next session of the FDA's HOD. In the event that more than one automatic delegate is absent, except as provided herein with respect to the creation of a special at-large delegate position, the automatic alternate delegate and one or more at-large alternate delegates shall be appointed to serve as delegates by the Chair of the delegation in consultation with the FDA president. In the event of a vacancy in an automatic delegate or alternate delegate position, except as provided herein with respect to the creation of a special at-large delegate position, the officer who would succeed to that office pursuant to the FDA's Bylaws shall also complete the automatic term of that delegate or alternate delegate on the Florida Delegation to the ADA.

SUBSTITUTION OF A DELEGATE ON THE ADA DELEGATION

Substitution for an ADA delegate is necessary when a delegate (Automatic At-Large or elected At-Large) is unable to attend the ADA annual session or fulfill the duties of said position on a temporary basis. This does not constitute a permanent replacement. The delegate for whom the substitution has been made will return to the position after the ADA annual session and resume the duties assigned to that position until his/her term expires. Except as provided herein with respect to the creation of a special at-large delegate position, the substitute for any Automatic At-Large Delegate will be the Automatic At-Large Alternate Delegate (the FDA 1st VP). The substitute for the Automatic At-Large Alternate Delegate will be appointed at the discretion of the Chair of the 17th Delegation. Substitution of a Component Designated Delegate will be filled by the

Component Designated Alternate Delegate and then the substitution of that Component Designated Alternate Delegate will be at the discretion of the Chair and filled with a person from the affected component.

SELECTION OF MEMBERS OF THE DELEGATION

Normal elections for the FDA Delegation to the ADA will take place at the Semi-Annual Session of the FDA HOD (usually held in January of each year). In addition, special elections may be held during the Annual Session of the FDA HOD (typically held in June at the Florida Dental Convention) to fill vacancies and new openings on the Delegation.

The approval of component-designated delegates and alternates and the election of at-large delegates and alternates at either session of the FDA House of Delegates is overseen by the Speaker-of-the-House. The official call for candidates shall occur 60 days before the HOD session. Candidates for the 17th Delegation are expected to timely complete a form outlining their qualifications and achievements as leaders in organized dentistry. Completed forms with a current photograph of the candidate will be made available to the leadership of each component delegation within the FDA HOD to provide voting delegates with background information about each candidate. Candidates will be given up to 2 minutes to make a verbal presentation at the HOD before the vote is taken. Component-designated delegates and alternates, since they are chosen by their district, are not required to do a verbal presentation.

At the Semi-Annual Session of the FDA's HOD, nominations for open at-large delegate positions are sought towards the beginning of the first session. During the first session, the House will also address the approval of new component-designees. Towards the end of the first session, the House will elect at-large delegates. Then, following such elections, the House will receive nominations for at-large alternate delegate positions. Unless there is unanimous approval of all nominated at-large alternate delegates during the first session of the House, elections for at-large alternate delegates will be held during the second session of the semi-annual HOD meeting.

Whenever the number of nominees exceeds the number of open positions of a particular class on the delegation, ballots will be used for the election. A quorum of 69 delegates must be present to allow an election or approval to be conducted. During the election process, only those ballots that are completed with a vote for the exact number of positions that are to be elected will be valid. Ballots that contain votes for more or less candidates will be ruled invalid and will not be counted. Elections for at-large delegate and alternate-delegate (i.e., non-component-designated) positions on the Delegation shall be conducted using a single ballot and plurality voting. A ballot will only be counted if the number of votes cast equals the number of open positions. Those candidates who are determined to have attained a plurality of the votes on the first ballot have won the election and those who do not attain a plurality have not been elected. For purposes of this section, regardless of the number of competing candidates, "plurality" means that the top vote-getting candidates are elected even if none of them gets a majority vote. As an example, if there are 17 candidates for 10 positions, then the top 10 vote-getters are winners. Persons elected by the House will be announced by the Speaker-of-the-House following tabulation of the votes by the Committee on Credentials acting as tellers of the HOD.

Elected and approved members of the 17th Delegation assume office upon notification of acceptance of their credentials by the ADA (sent to the delegate/ alternate delegate and the FDA.) Once elected by the FDA HOD delegates/ alternates will be included in the activities of the 17th delegation as much as possible, but

may expect to be excluded from matters deemed sensitive by the ADA until such time as the delegate/alternate has their credentials accepted by the ADA.

Component-designated delegates and alternates: During the normal election cycle, the names of the component dental associations' designated delegates and alternate delegates shall be forwarded to the FDA at least three weeks before the meeting of the FDA BOT which occurs immediately prior to the semi-annual HOD meeting. The BOT, in consultation with the Chair of the delegation, shall review the designees from each component dental association and make recommendations for approval or disapproval to the HOD for vote.

If the HOD fails to approve any designated component dental association delegate or alternate delegate, the affected component dental association must elect another candidate and forward this person's name to the BOT for the Board's review and recommendation to the FDA HOD for vote at its next meeting. Component dental associations may continue to designate component-based delegates or alternate delegates by submission of such names to the BOT until all such positions are filled by majority vote of the FDA HOD.

At-large delegates and alternate delegates: During the normal election cycle, candidates for the 17th Delegation at-large position must submit a nomination form to the FDA as described above to be added to the slate of candidates to be elected at the Semi-Annual Session of the FDA HOD. Note that the protocol for contested elections for FDA line officers serving as "automatic" delegates and alternate delegates is different than the election process for at-large delegates and alternates (see p. 6).

At the House, the Speaker shall present the slate of candidates and call for additional nominations from the floor. Any member of the FDA HOD may nominate any FDA voting member for any at-large delegate or alternate delegate position on the ADA delegation.

Following the normal election process at the Semi-Annual Session of the FDA's HOD (typically in January of each year), should the FDA be notified by the ADA that the association has gained or lost one or more delegate position(s), the following procedure will be followed:

Gain of Delegate(s): Under usual conditions, the ADA will alert a trustee delegation regarding a change in the number of delegates between the end of Annual Session and the beginning of the next calendar year. This schedule allows adequate time for the FDA HOD to elect the proper number of representatives to the 17th Delegation. Should the notice from the ADA arrive after a given year's elections to the 17th Delegation, the following method will determine re-sizing of the delegation:

Should the ADA announce the gain of a delegate to the 17th delegation, the BOT shall nominate individual(s) for election by the HOD in June as one or more additional at-large delegates and alternate-delegates. Any member of the FDA HOD may also nominate any other FDA voting member for any at-large delegate or alternate delegate position on the ADA delegation.

Loss of Delegate(s): Under usual conditions, the ADA will alert a trustee delegation regarding a change in the number of delegates between the end of Annual Session and the beginning of the next calendar year. This schedule allows adequate time for the FDA HOD to elect the proper number of representatives to the 17th Delegation without removing a current representative. Should the notice from the ADA arrive after a given year's elections to the 17th Delegation, the following method will determine re-sizing of the delegation:

If the number of delegates or alternate delegates (as originally selected by the FDA HOD) is not equal to the number assigned by the ADA; any member of the delegation may volunteer to end their service to the 17th delegation early, reducing or eliminating the need to choose by a vote which members will be relieved of their duties. If there are no volunteers to step down, the overall size of the delegation will be reduced in such a manner as to retain those members with the greatest ability to promote the goals of the 17th Delegation. This objective will be accomplished in the following manner:

The voting members of the delegation will select from amongst the at large delegates and at large alternate delegates, excluding component-designated alternate delegates and delegates, and line officers, which members will continue to serve after the reduction. The volunteered or voted member will be placed on a priority list for the upcoming 17th District Delegation. The volunteered or voted member's name will be provided to the FDA BOT for possible nomination and will be given priority over any incoming delegate or alternate delegate as long as their knowledge is deemed necessary. Terms of persons who have been elected by the delegation as an at-large alternate delegate as provided above, shall serve the remainder of the term for which they or the alternate they replaced were elected, with eligibility to serve additional terms, if subsequently elected by the FDA HOD.

ACTION OF THE DELEGATION

Unless otherwise provided in the FDA's Bylaws or this manual, every decision of the delegation, including the election of officers and selection of a nominee for ADA District Trustee shall be made by simple majority vote of all voting members of the 17th delegation who are present at a duly constituted meeting of the delegation during which a quorum is present. All regularly scheduled meetings of the delegation as referenced in this manual must be noticed in writing at least thirty (30) calendar days in advance. All other meetings of the delegation shall be noticed as far in advance as possible and in a manner approved by the delegation's officers. These notice requirements may be waived by action of the delegation provided a quorum exists.

Two-thirds of the voting members of the 17th District delegation shall constitute a quorum for the transaction of business at any meeting.

All proceedings of the delegation shall be governed by the latest edition of "The American Institute of Parliamentarians Standard Code of Parliamentary Procedure" or successor publications as adopted by the ADA House of Delegates.

The effectiveness of the 17th delegation is at all times, dependent upon the unity of its voice and the strength of its vote. Positions taken by the 17th delegation during its deliberations are not legally binding upon any member of the delegation. When voting on matters before the ADA HOD 17th delegation members are free to vote their conscience even if that differs from the position of the rest of the 17th Delegation. Members should refrain from speaking against positions officially taken by the 17th Delegation and undermining the consolidated will of the 17th Delegation.

DETERMINATION OF ADA OFFICER CANDIDACY

The viability of any member of the 17th District Delegation to run for an office of the ADA (and the appropriateness of financial support by the FDA) shall be determined by a two-thirds majority vote of the 17th

District Delegation. Delegation members should consider such qualifications as: good communication skills, ability to be physically present to fulfill all duties, depth of understanding of ADA principles and issues and an ability to verbalize that depth to members, legislators and the public are all to be considered. Should a candidate decide to run for ADA office, the delegation should vote prior to the FDA HOD Annual Session preceding the ADA meeting in which the candidate would run.

The candidate's name will be brought forward with a recommendation to vote yes at the FDA HOD. If 2/3 of the House support the candidacy, then full support of the candidate by the delegation, including fundraising and campaigning will occur as noted previously. Levels of funding requests will be determined by the campaign director and actual funding, if any, by the FDA will be determined in accordance with the FDA's bylaws and standard budgeting protocol.

In the event that a candidate for ADA office decides to run after the FDA HOD and it is not possible to obtain FDA HOD approval, then that candidate would not be eligible for the financial support of the FDA. Also, any candidate who decides to run after the FDA HOD has met, may obtain the Delegation's endorsement by receiving a two-thirds majority vote in support of their candidacy.

DELEGATION LEADERSHIP

Officers of the Delegation: The officers of the 17th District Delegation shall consist of the Chair, Vice-Chair, Whip, the 17th District Trustee, and, when applicable, the 17th District Trustee-elect.

Absences: In the absence of the Chair, the duties of the Chair shall be fulfilled by the Vice-Chair, and in the absence of both the Chair and Vice-Chair the duties of the Chair and Vice-Chairs shall be filled by the Whip. In the absence of the Whip, the Chair shall appoint a Whip pro-tem.

Duties of Officers:

17th District Trustee: It shall be the duty of the Trustee to represent the members of the FDA on the Board of Trustees of the ADA in accordance with the Bylaws of the ADA.

The Trustee shall call all caucus meetings to order in the absence of the Chair and Vice-Chair. At all delegation meetings, the Trustee shall provide a report of all relevant business transacted at each special and regular meeting of the ADA BOT since the delegation's last meeting. Whenever feasible, such reports should be in writing and shall be sent to the Chair of the 17th Trustee District Delegation and the Executive Director of the FDA for prompt dissemination to all FDA and Delegation officers. The 17th District Trustee-Elect: Subject to confirmation by the FDA's HOD, the delegation shall elect a Trustee-elect to fulfill an approximate nine-month term overlapping the fourth and final year of the present 17th District Trustee's term in office.

Subject to the Bylaws requirements of the ADA, it shall be the duty of the Trustee-elect to assume the duties of the 17th District Trustee in the event of the Trustee's absence and to assist the Trustee at his/her request.

Chair: It shall be the duty of the Chair to administer the affairs of the organization with the assistance of assigned staff and in consultation with the remaining officers of the delegation and the FDA President. The delegation Chair shall be the key spokesperson for the 17th delegation and is responsible for ensuring that

FDA policies and positions on issues of national importance are presented (a) to the delegation, (b) at appropriate conferences involving other district delegations, and (c) to the ADA HOD for review and action.

With the assistance of assigned staff, the delegation Chair shall establish delegation meeting/caucus dates, develop agendas, schedule all delegation social functions (as well as meeting/caucus events), designate speakers to address items of business on the ADA HOD floor and/or in reference committees, and conduct all delegation meetings and caucuses. The Chair shall also have the authority to appoint, in consultation with the other delegation officers and the FDA President, representatives, as necessary and reasonable, to act as spokespersons for the delegation when seeking support from, or giving information to, other ADA trustee districts involving matters of mutual interest and concern. The Chair shall also have the power to appoint various members of the delegation to serve as reporters for ADA House reference committees, appoint committees and task groups of the delegation, and assign other duties to delegates and alternate delegates, as needed, to ensure that the objectives of the delegation are met.

Vice-Chair: It shall be the duty of the Vice-Chair to assume the duties of the Chair in the event of the Chair's absence and to assist the Chair at his/her request. The Vice-Chair shall conduct all caucus meetings in the absence of the Chair and work in conjunction with the other officers of the delegation to ensure the delegation's maximum effectiveness.

Whip: It shall be the duty of the Whip to aid the Chair in assuring that the delegation functions to its maximum potential effectiveness. As such, the Whip shall assist the Chair in such capacities as the Chair may request. The Whip shall be responsible for fostering continuity, contacts and influence between the 17th District Delegation and other delegations comprising the ADA House of Delegates. The Whip shall maintain appropriate records of assignments made to members of the delegation, including, but not limited to reference committee and mentor assignments. The Whip shall also maintain a roster of contacts between members of the 17th District Delegation and carefully gauge the quality of and thereafter utilize such contacts to maximize the delegation's overall effectiveness.

The Whip shall also be responsible for ensuring that reference committee reporting chairs keep staff apprised of the status of all resolutions being tracked by the delegation and that proposed amendments to resolutions or substitute resolutions as appropriate are properly drafted and timely recorded. The Whip shall also be responsible for maintaining whatever other records may be needed by the delegation in order for it to conduct its business efficiently and effectively. In accordance with the FDA's budget, the Whip shall also be responsible for arranging all social functions of the delegation.

The Whip and other persons assigned by the Chair shall operate on the floor of the ADA HOD to obtain support from other constituent dental associations for 17th District positions. The Whip, in consultation with the delegation chairperson and vice-chairperson, shall organize the designated FDA delegates to speak on the floor of the ADA HOD on key resolutions and reports.

Terms of office: The offices of Chair, Vice-Chair and Whip serve one-year terms. The Chair and Vice-Chair may serve a maximum of five combined consecutive one-year terms after which they may only serve additional terms of either office after incurring at least a one-year hiatus or vacancy from both offices. The Whip may serve an unlimited number of terms. Terms of office of the 17th District Trustee will be governed by the ADA's Bylaws. Terms of office of the 17th District Trustee-elect (except in instances where the office of 17th District Trustee is currently vacant) will run from the date the individual is confirmed by the FDA's HOD to the date upon which the Speaker of the ADA HOD declares him or her elected as 17th District Trustee

or, pursuant to ADA Bylaws, the date upon which his or her nomination is reconsidered by a duly constituted caucus of the 17th District Delegation during the appropriate annual session of the ADA House pursuant to the ADA's Bylaws.

Nomination and Election of Officers: Each year, the delegation will hold a meeting in conjunction with the Semi-Annual Session of the FDA's HOD for the purpose of holding officer elections. In anticipation of these elections, and within two weeks following the close of the Annual Session of the American Dental Association's House of Delegates, the Chair of the delegation shall appoint a Search Committee to motivate and encourage qualified persons to run for office and develop nominations for officer positions on the delegation. The Search Committee is to consider such qualifications as: not leaving a slot unfilled, good communication skills, ability to be physically present to fulfill all duties, depth of understanding of ADA principles and issues and an ability to verbalize that depth to members, legislators and the public. In the year of the current 17th District Trustee's final year of office, the same Search Committee shall also be charged with developing nomination(s) for the next term of office of the 17th District Trustee-Elect. Notwithstanding anything else to the contrary in this manual, delegation officers may be nominated from the floor at the meeting where officers of the 17th Trustee district delegation are elected.

The delegation's Search Committee shall consist of the 17th District Trustee (when the office is occupied), the 17th District Trustee-elect (when the office is occupied), one at-large delegate or at-large alternate delegate, one component-designated delegate or alternate-delegate, and the FDA President. The committee shall elect a chairperson who shall abstain from voting except in the case of a tie vote.

The Search Committee shall not nominate a person for more than one office, including trustee-elect.

The recommendations of the Search Committee shall be submitted to the full delegation no later than thirty (30) days prior to the date of the delegation's meeting that is held in conjunction with the FDA HOD Semi-Annual Session. Thereafter, any voting member of the delegation may submit the names of additional candidates for any available office.

The agenda for the delegation's meeting which is held in conjunction with the FDA HOD Semi-Annual Session shall be mailed to all members of the Delegation no later than fourteen (14) days prior to the meeting and shall include a list of all known candidates for each available office.

All elections of delegation officers shall be conducted by secret ballot unless this requirement is waived. Using the option of approval by unanimous consent is one example. During the election, the Chair shall designate one or more tellers to assist in the distribution and confidential counting of ballots. Each successful candidate for each office must receive a simple majority of the votes cast, provided a quorum exists. In races involving 3 or more candidates, if no majority vote is cast for any candidate, the candidate who received the least number of votes shall be dropped from further consideration and a new election involving the remaining candidates only shall be held (and repeated as needed). The number of votes for each candidate shall remain confidential with the Chair, or his or her designee, informing the delegation of the name(s) of the successful candidate(s).

Terms of office of the Chair, Vice-Chair and Whip begin at the close of the delegation's meeting where such elections are held.

Election Procedures Specific to Trustee-elect: Since the Board of Trustees may also nominate candidates for the office of ADA district trustee pursuant to the FDA's Bylaws, all such nominations must be submitted to the Delegation at least twenty-one (21) days prior to the date of the Delegation's meeting in which elections will be held in conjunction with the FDA HOD Semi-Annual Session.

Following election by the delegation of a 17th District Trustee-Elect, the name of the individual shall be considered for confirmation at the next Annual Session of the FDA's HOD. If the House fails to confirm the individual, the BOT may nominate additional candidates for the Delegation to consider at a duly noticed meeting of the Delegation to be held in advance of the next Semi-Annual Session of the FDA's HOD. In scheduling this meeting of the Delegation, the Chair of the Delegation shall ensure that the FDA's BOT is given an opportunity to submit nominees for the Delegation to consider and that the timeframes and deadlines originally observed in conducting Delegation elections of the office of 17th District Trustee nominee are observed.

Once a 17th District Trustee-Elect is confirmed by the FDA's HOD for submission to the ADA's House of Delegates, and until the individual is declared elected as 17th District Trustee by the ADA Speaker of the House pursuant to the Bylaws of the ADA or until the individual's nomination is reconsidered by a duly constituted caucus of the 17th District Delegation pursuant to ADA Bylaws, the 17th District Trustee nominee shall serve in the capacity of 17th District Trustee-elect on the delegation.

In the event of a vacancy in the office of 17th District Trustee, the delegation's Chair shall charge the Nominating Committee of the delegation (as defined herein) to promptly develop a recommended nominee for the office of 17th District Trustee whose name and written summary of credentials shall be sent to every member of the delegation along with the notice of a meeting of the delegation during which the election of the 17th District Trustee nominee shall be held. The delegation's recommended candidate for 17th District Trustee nominee shall thereafter be promptly submitted to the FDA BOT which may hold a regular or special meeting to review the recommendation and either (a) return the recommendation to the delegation for consideration of an alternative 17th District Trustee nominee or (b) forward the delegation's recommendation to the next session of the FDA's HOD for confirmation.

Other representatives to ADA bodies: In accordance with the FDA Bylaws, the Board of Trustees may recommend candidates for appointment or election as 17th District representatives to councils, committees and commissions of the American Dental Association to the 17th District Trustee who shall confer with the officers of the delegation prior to making his or her final selection.

MEETINGS

The annual cycle of meetings of the delegation begins with the delegation's meeting held in conjunction with the Semi-Annual Session of the FDA HOD (usually held in January). At this meeting, the Delegation shall elect officers and begin planning the delegation's activities for the coming year. The FDA HOD elects members for certification to the ADA to fill the expiring or unfilled terms of positions on the delegation as appropriate.

Each spring, and with appropriate requests from the delegation's officers, the anticipated funding needs of the delegation to enable it to effectively prepare for the next ADA HOD should be integrated into the Council on Financial Affairs' recommended FDA budget for the upcoming year. Throughout the annual FDA budget development process, delegation officers are expected to provide appropriate guidance to the treasurer, staff,

members of the CFA, as well as members of the BOT and HOD as to the financial needs of the delegation. In addition to supporting the advocacy-related initiatives of the delegation, such funding should normally cover travel expense reimbursement of all members of the delegation to attend in-person caucus meetings of the delegation as well as meetings of the ADA HOD (exclusive of any in-person meeting of the delegation that is held in conjunction with the FDC).

During the Washington Leadership Conference or other appropriate venue, the 17th district may host a dinner for the ADA's district delegation chairs or their representatives for the purpose of coalition-building and communication networking. Delegation members who are attending WLC may be asked to serve as hosts at the request of the delegation leadership. When logistically possible, Florida's ATLs will be invited to attend the dinner.

In conjunction with the FDC (and the Annual Session of the FDA's HOD, typically held in June each year), the Delegation meets to orient its new members, make various assignments, educate the members on actions of ADA Councils, review the timeline for ADA meeting activities and discuss proposed resolutions. The delegation's meeting during the FDC may also include interviewing those persons who have announced their candidacy for ADA leadership offices.

Following the delegation's meeting during FDC and once a significant portion of anticipated business at the upcoming ADA HOD is known, the delegation will meet in-person to caucus as a group. This meeting may occur the day before the ADA annual session begins or at another time or location as budgeted, and/or may be preceded by one or more conference calls as determined by the delegation's officers. Assignments of ADA delegation members to monitor ADA reference committees and/or to serve as reporting chairs of ADA reference committees before the delegation as a whole may also be finalized at this meeting once ADA reference committee appointments have been finalized.

During its caucus meeting(s) and throughout the ADA's annual session, the delegation debates and formulates positions for or against resolutions to be presented for action at the ADA HOD. The objective of these meetings is for the delegation to develop a unified 17th District position on each item (whenever possible) as an initiative progresses through the deliberative process of the ADA HOD.

During the process of preparing for each ADA House, the officers of the 17th delegation or their designees may also participate in one or more caucuses or conferences with members and/or officers of other ADA trustee districts. The location of each conference or caucus and the number of attendees from Florida shall be determined by the delegation's officers and be reflected in the FDA's budget.

At delegation caucus meetings which occur immediately before and during the ADA HOD, the delegation develops strategies to be taken in support of official positions of the delegation at ADA reference committee hearings and during sessions of the House. Throughout this process, the delegation establishes and maintains a list of priority issues and assigns members to act as spokespersons on these items of business. Following the reference committee hearings at the ADA HOD, the delegation caucuses to review the recommendations which have emerged from reference committee reports and deliberations. From this meeting, delegation positions are updated and speakers are assigned to address each item of concern on the floor of the HOD.

Throughout the delegation's deliberations during the ADA's Annual Session and during each session of the ADA HOD, reporting chairpersons of each reference committee are responsible for orchestrating floor action

in close consultation with delegation officers, including the making of motions, raising points of parliamentary inquiry, and the preparation, submission and introduction of amendments to or substitutes for resolutions under consideration by the House. Reporting chairpersons are also responsible for ensuring that the delegation's tracking chart on positions taken by the delegation on each issue before the ADA House accurately reflects the delegation's positions and remains a confidential document of the delegation not to be shared with others outside the delegation.

During the proceedings of the ADA HOD, the delegation shall hold other meetings as deemed appropriate by the delegation's officers or as proposed by a simple majority of the delegation. Additional meetings, including but not limited to the option of teleconference calls, may be called by the 17th District Trustee, the Delegation Chair, the FDA President, or by any five members provided the officers have been informed. Delegation officers may also appoint one or more social coordinators to arrange special functions of the delegation throughout the year.

TRAVEL REIMBURSEMENT

The Florida Dental Association's fiscal budget contains funds to reimburse travel, lodging and per diem expenses incurred by those members who are on the 17th Delegation to the ADA's HOD. Such funds shall be budgeted to cover delegate and alternate delegate expenses associated with attending the delegation's caucus meetings, conferences and meetings with other groups or districts (as may be designated by the delegation's officers and budgeted in advance) and the ADA Annual Session. All members of the delegation are responsible for their own expenses to attend the delegation's meeting held during the FDC.

In order to receive reimbursement, delegates and alternate delegates must complete the official delegation Travel Reimbursement Form and submit it to the FDA Office within 45 days of the date of the meeting attended, and no later than June 30th of the current fiscal year. Delegates and alternate delegates must also complete a meeting evaluation prior to obtaining reimbursement.

Members of the Florida Dental Association who are council members and/or officers of the ADA (including the 17th District Trustee-elect) who attend delegation meetings may be reimbursed for their travel expenses as provided in the FDA's annual budget which shall first take into consideration the reimbursement of such expenses by the ADA.

All delegates and alternate delegates are expected to be present or accounted for at all scheduled or assigned meetings.

The FDA does not reimburse the expenses of spouses who travel to any Florida Delegation meeting or event.

TAKING POSITIONS ON ISSUES

It is of utmost importance that members of the 17th district delegation appear to be unified in our communications to outside entities. Once the delegation formally adopts a position after proper debate and vote it becomes the position of the 17th District.

The approved method of disclosure when representing the delegation on matters not deemed confidential by the officers of the delegation shall be "it is the official position of our delegation that ..."

This method of disclosure will be followed at all times, by all members of the 17th Delegation, in all forms of debate, in all forums whether formal or informal, in person or written/ recorded, in discussions with anyone

outside our delegation including ADA leadership or staff, testimony in committee or motion on the floor of the HOD. This behavior will preserve the integrity and confidentiality of the deliberations of the 17th Delegation.

If the position of the parent organization differs from the 17th Delegation's position, then the representative of the parent organization shall identify that organization when he or she speaks.

EVALUATION OF DELEGATES

In accordance with the FDA's Bylaws, following the close of each ADA Annual Session, the members of the 17th delegation shall undertake an evaluation of their effectiveness as a group. The evaluation process shall take into consideration the range of attributes that collectively comprise an effective delegation as determined by the delegation as a whole. An official evaluation form will be provided to each member of the delegation for him or her to complete this assessment. The officers of the delegation will design the evaluation form to be used and will update it as they deem necessary.

Reimbursement for expenses for attendance at the ADA annual session shall be withheld until the evaluation form is received from the respective member of the delegation. The results of the evaluation will be reviewed with the delegation at its meeting held in January with discussion focused on how to improve the overall effectiveness of the delegation.

Upon request, the consolidated results of the delegation's annual evaluation process may be provided to any component president, FDA officer or trustee, or member of the FDA's House of Delegates.

AMENDMENTS

This manual may only be amended with the approval of the FDA's HOD which retains final operational authority over the 17th District Delegation. As such, the Delegation may develop recommended revisions to this manual for submission to the House of Delegates at any meeting of the 17th District Delegation where a quorum is present by either (a) a two-thirds (2/3) majority vote of the members present and voting provided the membership of the delegation received prior written notice of the proposed amendment at least fourteen (14) days in advance of the meeting, or (b) upon a unanimous waiver of notice and majority vote of the members present.

INCONSISTENCIES

Any inconsistency between this manual and the Bylaws of the Florida Dental Association shall be governed by the FDA's Bylaws.

RESOURCES

ADA Member Conduct Policy

1. Members should communicate respectfully in all interactions with other dentists, dentist members, Association officers, trustees and staff.
2. Members should respect the decisions and policies of the Association and must not engage in disruptive behavior in interactions with other members, Association officers, trustees, or staff.

3. Members have an obligation to be informed about and use Association policies for communication and dispute resolution.
4. Members must comply with all applicable laws and regulations, including but not limited to antitrust laws and regulations.
5. Members must respect and protect the intellectual property rights of the Association, including any trademarks, logos, and copyrights.
6. Members must not use Association membership directories, on-line member listings, or attendee records from Association-sponsored conferences or CE courses for personal or commercial gain, such as selling products or services, prospecting, or creating directories or databases for these purposes.
7. Members must treat all confidential information furnished by the Association as such and must not reproduce materials without the Association's written approval.
8. Members must not violate the attorney-client privilege or the confidentiality of executive sessions conducted at any level within the Association.
9. Members must fully disclose conflicts, or potential conflicts, of interest and make every effort to avoid the appearance of conflicts of interest.

FDA Delegation to the ADA Do's and Don'ts of Confidentiality

This instruction sheet gives delegates to the ADA House more information about the 17th District's confidentiality policy. It should be used as a supplement to the confidentiality pledge you previously signed.

DO:

- Before you say something, ask the chair or the whip if you are unsure whether it can be disclosed to individuals outside the 17th District.
- Pay attention to the wording of the resolutions adopted. If the resolution has been formally adopted as policy, then you should inform delegates from other districts about the official position of the 17th District. You can discuss with them the "whereas" clauses as well as the actual "resolving" clauses.
- Pay attention to when the chair starts and finishes executive session. The executive session will include debate and argument both for and against a position. After the discussion ends, the chair will reconvene the meeting prior to taking an official vote. The policy adopted pursuant to the vote can, and should, be used to lobby for the 17th District's recommendation; but the material discussed in executive session should not. For example, if you learned something in executive session that counters the policy officially adopted by the caucus' final vote, and you talk about it to someone who is not on the 17th District, you may unintentionally uncover a weakness that may be used to oppose the 17th District's recommendation and ultimately defeat it on the floor of the House.
- Police yourself in discussions outside the caucus of the 17th District. Even if you think your fellow caucus members will never know what was said or who said it, please honor the confidentiality pledge. Your job as a representative of the 17th District is to support our official recommended policy--not undercut it-- even if you personally disagree with the outcome of the vote.

DO NOT:

- Share, copy, or disclose in any manner, to anyone other than a 17th District delegate, information discussed in executive session.
- Tell to your spouse, significant other, FDA staff who were not present in the executive session, or anyone else who is not also a current 17th District delegate, information that was discussed in an executive session.

The success, or failure, of the 17th District's mission depends on all of us keeping confidential matters private.

FDA Delegation to the ADA Confidentiality Pledge

As a member of the 17th Delegation, I promise to uphold the following principles and values:

- Maintain strict confidentiality of 17th Delegation meetings, deliberations and communications when the leadership of the delegation indicates that the material under discussion is confidential.
- If I am unsure as to whether something is confidential, to ask the Chair, Vice-Chair or the Whip before I disclose it to anyone other than a fellow delegate of the 17th District.
- Not to share, copy, or otherwise disclose confidential information learned in executive session related to delegation business affairs or deliberations.
- To put the FDA's interest in confidentiality before any other competing interest.

I agree that there are only two exceptions to the principle of confidentiality:

- When required by law after consultation with association legal counsel.
- Where the delegation explicitly authorizes disclosure by officially adopting a position and instructing delegates to lobby for its support.

For example: if something is discussed in executive session, it must not be disclosed to anyone: the delegate's spouse, FDA or ADA staff, the delegate's significant other, personal friends, or another delegate outside the 17th District. On the other hand, if something is officially adopted as 17th district policy and delegates are instructed to lobby for its support, then delegates should disclose the position but not the discussions, deliberations and varying points of view underlying the ultimate adoption of the policy.

I agree, that if I think another 17th District delegate has violated this pledge, I will first contact that delegate (in person and in confidence) to discuss the matter to seek resolution and to agree upon future conduct. If that fails to resolve the matter, I agree to discuss the matter with the Whip and encourage them to resolve the matter. I will only discuss the matter in front of the full delegation when the procedures set forth in the 17th Delegation Policy Manual indicate it is appropriate.

As a delegate, if another member of the 17th Delegation alleges that I have acted in malfeasance that might be detrimental the 17th Delegation, I agree to discuss the matter personally and confidentially with the other delegate to seek resolution and agree upon future conduct. If the situation cannot be resolved via the above mentioned discussion, I will agree to abide by the procedures described in the 17th Delegation Policy Manual for resolving an act of malfeasance.

I recognize that acts of malfeasance against the 17th Delegation may carry penalties from verbal reprimand to denial of reimbursement to public removal from the 17th Delegation by the Florida Dental Association House of Delegates.

I have read, understood and agree to abide by this pledge of confidentiality.

Print name

Signature

Date

Appendix:

Florida Delegation to the ADA Job Description/Duties

Dentists and the public of the state of Florida are represented in the American Dental Association House of Delegates by the Florida Delegation, (a.k.a the 17th District Delegation). The members of the delegation shall consist of those dentists elected or approved as ADA delegates and alternate delegates by the House of Delegates of the FDA and certified as such to the American Dental Association by the FDA. Being a member of the Florida Delegation is a commitment to your time, knowledge, and expertise. Below is a timeline of meetings and other information for those interested in becoming a member of the delegation.

January:

Organizational meeting of the Delegation held in conjunction with the FDA HOD. Typically a 1-1/2 hour meeting, Current issues are discussed, reports are given by the ADA Trustee, and the election of Delegation officers is held. This meeting is only reimbursed if a delegate is not attending the FDA HOD in some capacity (trustee, district delegate, etc.).

June:

Meeting held in conjunction with Florida Dental Convention, usually scheduled on the Thursday of FDC. This is a 4-hour meeting to begin the planning process for the ADA Annual session in October. ADA President-elect candidates usually attend this meeting to present their campaign speeches to the delegation. Delegates may be asked to host a candidate to take them to various other convention events and take them to dinner. This meeting is not reimbursed, as most delegates are already there for the convention, however reimbursement is available for the hosting of candidates, as budgeted.

Fall Caucus:

A one-day (9 a.m. – 5 p.m.) meeting typically held in Orlando or Tampa to discuss positions on resolutions to come before the ADA House of Delegates. Because of the volume of resolutions submitted, the ADA has four Reference Committees that review resolutions based on subject matter. They are: Budget, Business and Membership Matters, Dental Education and Licensure, Dental Benefits, Legal and Public Affairs. Each delegate participates in one “reporting group” of the same name to review resolutions from that group. Delegates are expected to review the resolutions from their reporting group prior to the Fall Caucus and come prepared to discuss the pros and cons. Individual reporting groups may hold conference calls to discuss their assigned resolutions. Delegates are reimbursed as budgeted for travel, lodging, and meals.

ADA Annual Session:

Typically a four or five night stay in the location of the ADA Annual Session, held in various location throughout the country. All delegates are expected to attend scheduled delegation meetings, ADA House of Delegates sessions, and group meals/functions, if scheduled. Delegates continue to review resolutions from their reporting group for discussion. It may be necessary to network with other districts on issues, so it is very important that while attending the ADA meeting,

to make new contacts and form solid relationships with delegates from other districts. Delegates are reimbursed as budgeted for travel, lodging, and meals.

Expectations

Delegates are expected to attend *all* meetings. There are times when additional conference calls are needed, and delegates will agree upon the time and date. It is also important to note that meetings are confidential in nature, and as a member you will be asked to sign a confidentiality agreement.

Objectives of the Florida Delegation (from the Delegation Operations Manual)

- To help shape, and, where necessary, effect change in ADA policy to better represent the positions of the membership of the FDA.
- To ensure representation on, and / or provide consultation to, ADA boards, councils, committees and commissions regarding any item of business before a session of the ADA HOD as it relates to 17th Trustee District positions;
- To network with other constituent and district delegations to provide information on 17th Trustee District positions relative to any items of business before a session of the ADA HOD;
- To establish viable contacts between individual members of the 17th delegation and key members of other constituent and district delegations to generate a coalition of support for ADA policies which would be beneficial for the 17th Trustee District and other trustee districts;
- To designate spokespersons; key delegation members who are expert in specific areas that will represent the 17th Trustee District at reference committees, special committees, and on the floor of the ADA HOD;
- To recommend 17th District Trustee delegation members who are well suited to serve on ADA Councils, boards, commissions, reference committees, and other bodies of the ADA including its affiliated companies.
- To organize the 17th delegation to disseminate information concerning the business affairs that will be considered by the ADA HOD in such a manner that all delegates and alternate delegates shall be well informed; and
- To strengthen the position of the 17th Trustee District to be recognized as a knowledgeable, capable advocate in national affairs and on all matters pertaining to the dental health and welfare of people in Florida.
- ADPAC membership is encouraged for all members of the delegation.